# On-Line WIC Invoicing
## User Manual

This manual explains the use of the Local WIC Provider (LWP) WIC Invoicing System and step-by-step procedures to work with Invoices, Administrative Cost Reports, and Budget Adjustment forms.

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# Invoice Overview

Welcome to the Online WIC Invoice system!  Using this system Local WIC Provider Agencies are able to submit their monthly WIC approved expenses via an online web-based invoicing system.

The Invoicing system is divided into three sections: the Invoice, View the Administrative Cost Report and the Budget Adjustment.

The Invoice is the most important section of the entire system.  From here agencies will enter their personnel compensation and benefits, WIC expenditures, special funding costs, and In-Kind costs.  The Invoice progresses from Draft to Pending to Final status.  Once the invoice is accepted into Final status, Agencies can view their Administrative Cost Report online.

The Administrative Cost Report or ACR is the monthly summary page showing current budget, current month's expenditures, and remaining balance.  The most current caseload data and related statistics are also given on this report.  An annual budgeting tool called the Local Agency Plan or LAP is the basis from which the Agency's first Administrative Cost Report is created.  Information taken from the finalized LAP becomes the beginning budget balance from which Agencies bill against once a month using the online WIC invoice.

The Budget Adjustment is used to reallocate funding from one line item category to another line item category using this application.  Budget Adjustments are created at the discretion of the Local WIC Provider with approval from the agency's TA Team.  Funding may only be reallocated within regular WIC funds or within Special Funds.  That is:  funds cannot be taken from regular WIC and added to a Special Funding or vice versa, nor could you take from one Special Fund to another Special Fund.

## 1. Accessing the Application

You must submit an A.S.A.P. to request access to the WIC Invoice application.  For specific ASAP instructions, please review the PowerPoint document on the Invoice Webinar web page, located under "Related Documents".  Choose the following options:

Area Type choose:  <u>HEALTH APPLICATIONS</u>
Health Area Type choose:  <u>WIC INVOICE</u>
Request Type choose:  <u>ADD ACCESS</u>
Role choose:  <u>WIC DATA ENTRY</u>
Other Role/Report Type choose:  <u>Your County</u>
Comments leave:  blank
Effective Date is:  <u>Today</u>
Do you enter data for Additional Agencies?  Select Yes or No

Read the agreement then click:  I Agree
Click:  Submit Form

**A.   Log On**
The WIC Invoice is found at http://health.mo.gov/living/families/wic/wiclwp/forms.php.  To log in, type in your User ID and password that was given to you in the e-mail from WIC (i.e. User ID: smitha, Password: as fl1234#).  Your password should be your first name and last name initial (lower case), followed by the last 4 digits of your Social Security Number followed by a pound sign (#).  Upon successful login you will be presented with the Main Menu.
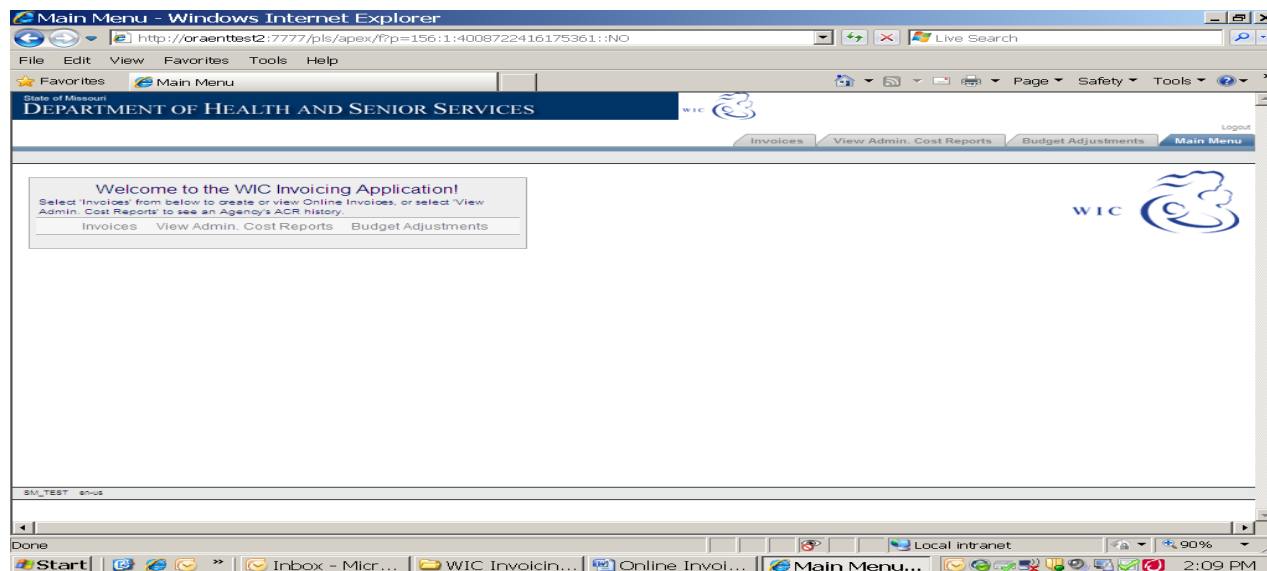


You may log out again at any time by clicking "Logout" in the upper right-hand corner of the page.

**B.   Navigating Within The Application**
From this page, you can go to any of the three parts of the application, the Invoices, the View Administrative Cost Reports, and Budget Adjustments by either clicking on the appropriate tab at the top of the page, or by clicking the appropriate link in the middle of the page.  You may return to this page, or go to any of the three parts, at any time by using the tabs that will remain at the top of each page.

NOTE:  at the top of many of the pages there will be a link labeled Print displayed right next to the Logout link.  Clicking this link will provide a more printer-friendly view of the current page. Use Back arrow to return.

Help is a click away.  Hover your cursor over many of the labels in the application and your cursor will sprout a question mark (?) to the side of it.  Click the label and a box will pop-up with instructions and relevant helpful information.

## 2. The Invoice

The Invoice is the primary focus of this online application.  Using this form LWP agencies bill the WIC program for monthly WIC approvable expenses.  The following sections will detail how to

create, complete, and submit the Invoice so that you may better understand the functionality of this new system.

## A.   Creating a New Invoice

Begin at the Main Menu page by clicking on either the Invoice tab at the top of the screen or the Invoice link underneath the Welcome message.

You will be brought to the primary invoice screen.  From this screen you will be able to view all of your Agency's previous WIC Invoices, as well as create new ones.  First, you must choose the Agency ID from the drop-down box (you should see those Agencies for which you are assigned).  All of that Agency's Invoices will be displayed in chronological order by report date with the most recent on top.  Note that there may only be one Invoice per month.  To view any previous Invoices, simply click the View button next to the Invoice you wish to see.  Any Invoices in Pending or Final status are not editable.

To create a new invoice, you first need to select your Agency ID.  Then select the Month for which you are creating the Invoice, as well as the **Calendar Year** (**not** the Federal Fiscal Year). You must select a month that has not already been used in order for the Create New Invoice button will appear. Should the Create New Invoice button not appear means an invoice has already been created for that month/year.  Click the Create New Invoice button and a blank Invoice will be created for you.  The topmost VIEW button is for the most recent invoice.  Click the View button to open the Invoice you just created.  The individual worksheets (WIC Invoice A, B, C etc.) of the invoice do not need to be updated in any particular order.



### 1)   Invoice A

The Invoice A is the summary area for the entire Invoice, as well as the entry page for all regular WIC line items.  Access to Special Fundings are made only from this page.  At the top of the screen you will see your Agency's name, Agency ID, Report Date as month slash year, and the Federal Fiscal Year.

The set of tabs across the top of the screen will take you to the different WIC Invoice worksheets. The lower row of tabs across the top will take you to each of the Special Funding worksheets. **Note: Always save your changes on each screen before moving to another page or your changes will be lost.** There is a Delete Invoice button at the top right and bottom right. An Invoice in Draft mode may be Deleted at any time but once deleted the Invoice cannot be recovered. Only the fields in white are open for entry. The gray fields are closed from entry.

Enter the amount requested for reimbursement in the Total Operational Cost column next to the line item. Under the Nutrition Education Portion column for the same item, enter the portion of the Total Cost that is allowable as a Nutrition Education cost. Repeat this process for all applicable line items. **Click the Save Invoice button often, and always before leaving this page or your changes will be lost.**

It should be noted that:
a) Personnel Compensation and Personnel Benefits cannot be entered from Invoice A. These are entered on Invoice B.
b) The Nutrition Education Portion of Nutrition Materials automatically equals the Total Operational Cost. This will be updated when you click Save Invoice.
c) The WIC Subtotal, Special Funding Subtotal, and WIC Grand Total will automatically calculate after the Save Invoice button is pressed, or upon returning from any of the other pages as long as the information was saved.

Below the WIC GRAND TOTAL fields is the Report Certification area. Enter your name in the signature field and title in the title field. The date automatically displays today's date while in Draft. Comments may be entered in the text box at the bottom of the page. Click "YES" Form Complete then Save Invoice to submit your invoice. The invoice will change from Draft to Pending and all fields will become closed from entry.

Below the comment field there are two helpful boxes in blue: Remaining Budget and Remaining NE Budget. Click the plus sign to open these boxes. The amounts in each category remaining to be spent are shown here.

### 2) Invoice B Personnel

Enter all Employee Expense information on the Invoice B.  This includes allowable hours worked in Program Mgmt. Hours, Client Services Hours, N.E. (Nutrition Education) Hours, and B.F. (Breastfeeding) Support Hours. Enter the total number of hours worked for WIC under each category per staff in the open (white) fields.  Enter the salary either hourly or monthly rate in the open (blue) fields.  Enter Benefits Percentage and/or Fixed Benefits information in the open (orange) fields.

The attached document shows the tasks related to each classification of hours.  Use this to determine how to break down the hours worked per the four categories of hours for each employee.  (See Appendix A)

Always enter the total number of hours an employee worked for WIC.  A portion of the total number of hours worked for WIC may later be entered as In-Kind.  Hours that are to be In-Kinded will be entered using the Invoice D worksheet.

A list of employee names and titles should automatically appear.  These names and titles are pulled forward from the previous invoice or, if this is the first invoice of the Federal Fiscal Year, they will be brought forward from your WIC LAP.  Click on the Help link for more information about each of the column headings.

To add another employee to the list, click the Add Personnel button found under the Personnel Expense table.  A new table will open on the page below the current personnel listing, allowing you to enter the employee's name and title.  The Name field is required but the Title field is not.  After entering this information, simply click the Add Personnel button to add the employee to the current list of personnel.  Click the Cancel button to exit without saving.  To delete an employee that is already in the list, click the checkbox next to the name of the employee you wish to delete, and click the Delete Personnel button. Click OK when the pop-up box asks you to confirm.

There is a field in light blue above the employee list named Available Hours which shows the total number of hours that could be worked per month.  Complete the Available Hours field only when using the monthly rate calculation method.

| | Invoice A | Invoice B | Invoice B Pg. 2 | Invoice C In-Kind Expenses | Invoice D | Invoice D Pg. 2 | Invoice E |

**Invoice B - Personnel Expenses**

| Save Personnel | | Delete Personnel |

Available Hours [ ]

Help

| | Name | Title | Program Mgmt. Hours | Client Svcs. Hours | N.E. Hours | BF Suppt. Hours | Total Hours | Hourly Rate | Monthly FTE Salary | Total Salary | Benefits Percent | Fixed Benefits | Total Benefits |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | Flower | Meerkat | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $17.500000 | | $0.00 | 7.50000 | $0.00 | $0.00 |
| ☐ | Mozart | Meerkat | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $18.000000 | | $0.00 | 8.00000 | $0.00 | $0.00 |
| ☐ | Shakespeare | Meerkat | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $19.000000 | | $0.00 | 8.50000 | $0.00 | $0.00 |
| ☐ | Daisy | Meerkat | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $20.000000 | | $0.00 | 9.00000 | $0.00 | $0.00 |
| ☐ | Carlos | Meerkat | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $21.000000 | | $0.00 | 10.00000 | $0.00 | $0.00 |
| ☐ | Whiskers | Meerkat | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $22.000000 | | $0.00 | 0.00000 | $0.00 | $0.00 |

1 - 6

| Save Personnel | | Delete Personnel |

| Add Personnel |

**Invoice B - Total Expenses**

| | Program | Client | Nutrition | Breast- | WIC | WIC | WIC |

## a. Employee Salaries

There are two methods for determining Employee Salaries based either on hourly or monthly rate. You may combine the two methods on the same invoice, that is: use the hourly rate method for one employee and the monthly rate method for another employee.

### i. Hourly Rate Method

The first method will calculate Total Employee Salary based on direct input of an Hourly Rate. For this method, you will need to leave the Monthly FTE Salary column blank. As long as that column is blank, you may enter the appropriate salary for each employee in the Hourly Rate column, up to 6 places after the decimal. Once Save Personnel is clicked, the application will auto-calculate the Total Salary, based on the Hourly Rate multiplied by the Total Hours entered. (Hourly Rate x Total Hours = Total Salary).

### ii. Monthly Rate Method

The second method will calculate the Monthly Rate automatically. For this method, type in the light blue field named Available Hours found above the employee table. The Available Hours field is the total number of hours that could be worked per month. Complete the Available Hours field only when using the Monthly FTE Salary rate to calculate an employee's salary. If you choose to use the Monthly Rate Method, you must remember to enter the Available Hours and the Monthly FTE Salary, AND enter $0.00 in the Hourly Rate field. Otherwise the Hourly Rate will override the Monthly FTE Salary field. Upon clicking Save Personnel, the Monthly Rate will be auto-calculated by dividing the Monthly Rate by the Available Hours to determine the Hourly Rate. The Total Salary equals the newly calculated Hourly Rate multiplied by the Total Hours entered. (Monthly Salary ÷ Available Hours = Hourly Rate x Total Hours = Total Salary).

## b. Employee Benefits

There are two methods for determining Employee Benefits, the Direct Entry method and the Percentage Method. You may combine the two methods on the same invoice for the

same employee.  That is:  an individual employee may have BOTH percentage of his salary AND a fixed amount as his total benefit.

**i.    Direct Entry**
One method is to directly enter the monthly fixed benefits for each employee.  Enter the employee's benefit amount in the Fixed Benefits column, and then click the Save Personnel button.

**ii.   Percentage**
Another method will calculate the Total Benefits based on the Benefits Percent column.  The Total Benefit is determined by an auto-calculation of the Total Salary multiplied by the Benefits Percentage.  Enter the Benefits Percentage amount in the Benefits Percentage column and the Total Benefits will be auto-calculated once the Save Personnel button is clicked.  Enter the Benefits Percent as actual percentage (i.e. seventeen and one-half percent would be entered as 17.5 as opposed to .175).  The Benefits Percent column can calculate up to 5 places after the decimal.

**Invoice B – Total Expenses Table**

The last area of this page is a total summary of the employee salary and benefits information including In-Kind.  This table is found below the Personnel Expenses table.  It is for informational purposes only with no data entry allowed.

Subtotal – WIC Allowable Expenses is the subtotal of the amounts from the Invoice B Personnel Expenses table above.

Less In-Kind WIC Allowable Expenses row uses data pulled from the WIC Invoice D.  These hours were entered on the Invoice D and deducted from the billable hours entered on the Invoice B.  The total is the number of hours and the dollars of Salary and Benefits that will be In-Kinded.

Less Adjustment row used data from the Invoice E reclaimed In-Kind worksheet.  These hours were entered on the Invoice E and added to the billable hours entered on the Invoice B.  The total is the number of hours and the dollars of Salary and Benefits that will be reclaimed from previously In-Kinded amounts.

TOTALS row is a calculation of all rows from above.  "Subtotal" row *Minus* "Less In-Kind" row *Plus* "Less Adjustment" row *Equals* "Totals" row.  The Salary and Benefits Total amounts automatically carry to the corresponding fields on Invoice A.

**Total Expenses**

| | Program Hours | Client Hours | Nutrition Hours | Breast-feeding Hours | WIC Hours | WIC Salary | WIC Benefits |
|---|---|---|---|---|---|---|---|
| **Subtotal - WIC Allowable Expenses** (totals from Personnel (B) above) | 360. | 390.0 | 37.0 | 5.00 | 792.0 | $16,500.00 | $6,608.87 |
| **Less In-Kind WIC Allowable Expenses** (amounts from In-Kind Personnel (D)) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 | $0.00 |
| **Less Adjustment** (amounts from Reclaim In-Kind (E)) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 | $0.00 |
| **TOTALS** (Salary and Benefits carry to Invoice (A)) | 360.0 | 390.0 | 37.0 | 5.00 | 792.0 | $16,500.00 | $6,608.87 |
| | | | | | | | |
| | | | | | | | |

**3) Invoice B Personnel Pg. 2** is for information purposes only; there is no data entry on this page. The Invoice B pg. 2 lists each employee's dollar distribution per hourly category according to the hours, salary and benefit entered on Invoice B page 1.  The page also contains the same Total Expenses section as the Invoice B with the same divisions.  For further information on each column, refer to the Help box that pops up when you click on a column heading in the Total Expenses section.

**4)  Invoice C In-Kind Expenses**

Record In-Kind expenses for all Line Items and Special Funding on the Invoice C. Personnel Compensation and Benefits lines are reported on the Invoice D.  In-Kind expenses are WIC eligible and approvable expenditures made by the LWP but not billed to the WIC program.  In-Kind is used for a variety of reasons, one of which is that the program has already spent their WIC allotment. Also, accounting for these funds on the In-Kind worksheet shows an audit trail for later reclamation.  Should the WIC Budget be increased, the WIC eligible and approvable In-Kind expenses may be reclaimed using Invoice E.

Enter in the dollars for each category to In-Kind in the Total Operational Cost column, as well as the dollars that classify as Nutrition Education in the Nutrition Education Portion column. Remember to click the Save In-Kind Expenses button to save your work.

Amounts entered on Invoice C do not automatically roll to the Invoice A summary page.  If a category is being billed as WIC and claimed as In-Kind, the amount must be calculated then entered on both Invoice C and A.  That is:  entries made on Invoice C should deducted from the amount prior to being entered on Invoice A.   e.g. Travel costs $350.00.  $200 is being billed to WIC the remaining $150 is being In-Kinded.  You would enter $200 on Invoice A travel and $150 on Invoice C travel.  The system will not automatically deduct the In-Kinded amount from Invoice A.

| Agency: 30000 | Report Date: 01/2011 | FFY: 2011 |
|---|---|---|

| Invoice (A) | Personnel (B) | Personnel Pg. 2 (B) | In-Kind (C) | In-Kind Personnel (D) | In-Kind Personnel Pg. 2 (D) | Reclaim In-Kind (E) |
|---|---|---|---|---|---|---|

**In-Kind Expenses**

| Financial Data | Total Operational Cost | Nutrition Education Portion |
|---|---|---|
| Personnel Compensation | $0.00 | $0.00 |
| Personnel Benefits | $0.00 | $0.00 |
| Contract Services | | |
| Conference / Training | | |
| Travel | | |
| Administrative Office | | |
| Medical Materials | $72.00 | |
| Facilities Costs | | |

**Special Funding In-Kind**
The bottom half of Invoice C is for In-Kinding Special Fundings.  Enter in the white fields, the Restricted (gray) fields will not allow data entry.  Special Funds 1 & 2 BFPC are not eligible for In-Kind.  The Special Funding rows function the same way as the top portion of the Invoice C for the Total Operational Cost and Nutrition Education Portion columns.  These numbers are then automatically considered non-Federal Portion and in that column.  If dollars are entered into the Federal Portion columns, or are specified as being Federal dollars, that money is subtracted from what was entered in the respective Cost or N.E. Portion column to calculate a new number for non-Federal Portion after clicking the Save In-Kind Expenses button.

## 5)  Invoice D In-Kind Personnel and Invoice D pg. 2

The top table on Invoice D is the In-Kind Personnel Expenses section.  This section pulls forward Employee name and title from the Invoice B.  The hours and benefits entered on the Invoice B have also carried forward to the Invoice D for each employee as show in the gray (closed) fields.  The amounts appearing in the gray field are the maximum hours that may be In-Kinded.  Next to each gray field is an open field in white to use for entering In-Kind.  Enter the current month's In-Kind hours in the open white fields for each category/staff.   The total number of hours an employee worked for WIC should have been entered on the Invoice B worksheet.  ONLY a portion of the total number of hours worked for WIC shall be entered as In-Kind.  NOTE:  The number of hours In-Kinded may not exceed the hours entered on the Invoice B for each category (this appears in the gray fields).

| Invoice A | Invoice B | Invoice B Pg. 2 | Invoice C In-Kind Expenses | **Invoice D** | Invoice D Pg. 2 | Invoice E |
|---|---|---|---|---|---|---|

Invoice D - In-Kind Personnel Expenses

[ Save Personnel ]

Available Hours: [      ]

Help

| Name | Program Mgmt. Hours | In-Kind Program Mgmt. Hours | Client Svcs. Hours | In-Kind Client Svcs. Hours | N.E. Hours | In-Kind N.E. Hours | BF Suppt. Hours | In-Kind BF Suppt. Hours | In-Kind Total Hours | In-Kind Total Salary | Total Benefits | In-Kind Benefits | Total N.E. Benefits | Total In-Kind N.E. Benefits |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Flower | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 160.00 | $2,800.00 | $210.00 | $210.00 | $105.00 | $0.00 |
| Mozart | 41.00 | 41.00 | 41.00 | 41.00 | 41.00 | 41.00 | 41.00 | 41.00 | 164.00 | $2,952.00 | $236.16 | $236.16 | $118.08 | $0.00 |
| Shakespeare | 42.00 | 0.00 | 42.00 | 0.00 | 42.00 | 0.00 | 42.00 | 0.00 | 0.00 | $0.00 | $271.32 | $0.00 | $135.66 | $0.00 |
| Daisy | 43.00 | 0.00 | 43.00 | 0.00 | 43.00 | 0.00 | 43.00 | 0.00 | 0.00 | $0.00 | $309.60 | $0.00 | $154.80 | $0.00 |
| Carlos | 44.00 | 0.00 | 44.00 | 0.00 | 44.00 | 0.00 | 44.00 | 0.00 | 0.00 | $0.00 | $369.60 | $0.00 | $184.80 | $0.00 |
| Whiskers | 40.00 | 0.00 | 45.00 | 0.00 | 45.00 | 0.00 | 45.00 | 0.00 | 0.00 | $0.00 | $450.00 | $0.00 | $231.42 | $0.00 |
| Totals: | 250.00 | 81.00 | 255.00 | 81.00 | 255.00 | 81.00 | 255.00 | 81.00 | 324.00 | $5,752.00 | $1,846.68 | $446.16 | $929.76 | $0.00 |

Local intranet    130%

In-Kind expenses are WIC eligible and approvable expenditures made by the LWP but not billed to the WIC program.  In-Kind is used for a variety of reasons, one of which is that the program has already spent their WIC allotment. Also, accounting for these funds on the In-Kind worksheet shows an audit trail for later reclamation.  Should the WIC Budget be increased, the WIC eligible and approvable In-Kind expenses may be reclaimed using Invoice E.

Each category is described in a Help link found above the report.

The table at the bottom of the Invoice D shows the In-Kind Total Expenses section.  The amounts from the top table are carried to this table as totals.  The Less In-Kind Reclaim Adjustment amounts are

automatically pulled from the Invoice E worksheet.  None of the rows in this table are open for data entry.

a.  **Steps to In-Kind Benefits**
Many Agencies do not pay their staff benefits from WIC funds.  Instead they claim benefits as In-Kind; that is, paid from a source other than WIC.  Enter the amount of benefits to be In-Kinded directly in the In-Kind Benefits column and the In-Kind Nutrition Education (N.E.) benefits for each employee.  NOTE: The amounts appearing in the gray field is the maximum hours that may be In-Kinded.  Do not enter more In-Kind benefits than were entered on the Invoice B.  Be sure to click Save.  Once saved this information will be totaled in the lower table on the Invoice D.  The In-Kind information from the Invoice D is automatically carried to the Invoice B total Expenses table in the row "Less In-Kind WIC Allowable Expenses".  In-Kind amounts are deducted from the billable amount that automatically appears on the Invoice A.

b.  **In-Kind Error Messages**
The program has validations in place to notify you of over-spending your budgeted In-Kind funds.  Upon clicking the Save Personnel button, the application will reduce the balance remaining on the In-Kind ACR.  To correct an overbilling, either reduce the In-Kind amount, or complete a Budget Adjustment as described later.  In-Kind errors appear in **RED** letters on the Invoice A and are considered "soft errors".  That is, they do not prevent you from submitting your invoice.



c.  **Total In-Kind Expenses table**
The bottom of the Invoice D shows the In-Kind Total Expenses table.  This table is for informational purposes only.  There is no data entry allowed.  The "Subtotal WIC Allowable Expenses" subtotals each category from the above on the Invoice D.  The "Less In-Kind Reclaimed Amount" pulls totals from the Invoice E.
The "Total In-Kinded" is a calculation of the rows above.  "Subtotal" row _Minus_ "Less In-Kind" row _Equals_ "Total In-Kinded".  The "Total In-Kinded" amounts roll up to the Invoice B and appear on the "Less In-Kind WIC Allowable Expenses" row.

**In-Kind Total Expenses**

| | Program Hours | Client Hours | Nutrition Hours | Breast-feeding Hours | WIC Hours | WIC Salary | WIC Benefits | In-Kind N.E. Benefits |
|---|---|---|---|---|---|---|---|---|
| **Subtotal - WIC Allowable Expense** | 0. | 0. | 0. | 0. | 0. | $0.00 | $0.00 | $0.00 |
| **Less In-Kind Reclaim Adjustment** | 0.0 | 0.00 | 0.00 | 0.00 | 0. | $0.00 | $0.00 | $0.00 |
| **TOTAL IN-KINDED** | 0. | 0. | 0. | 0. | 0. | $0.00 | $0.00 | $0.00 |

### d. Invoice D In-Kind Personnel pg. 2

There is no data entry on this page it is for informational purposes only.  The Invoice D pg. 2 lists each employee with the Total In-Kind Salary and Benefits for each employee showing the dollar distribution based on the hours that were entered.  The page also contains the same In-Kind Total Expenses section as the Invoice D with the same divisions.  For further information on each column, refer to the Help box that pops up when you click on a column heading in the In-Kind Total Expenses section.

**Pg. 2 - In-Kind Personnel Expenses**

| Name | Program Mgmt. Salary | Client Svcs. Salary | N.E. Salary | BF Suppt. Salary | Total N.E. Salary | Total N.E. Benefits | Total N.E. % |
|---|---|---|---|---|---|---|---|
| Flower | $350.00 | $350.00 | $350.00 | $350.00 | $700.00 | $0.00 | 50% |
| Mozart | $369.00 | $369.00 | $369.00 | $369.00 | $738.00 | $0.00 | 50% |
| Shakespeare | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0% |

## 6)  Invoice E - Reclaiming Previously In-Kinded Expenses

In order to be reimbursed for amounts previously claimed (in prior months of the year) as In-Kind, use worksheet Invoice E.  Do not claim In-Kind on Invoice D in the same month that In-Kind is being reclaimed.  Under no circumstances should the amounts exceed the total hours and dollars previously claimed as In-Kind.

| Name | YTD Program Hours In-Kinded | Reclaim Program Hours | YTD Client Hours In-Kinded | Reclaim Client Hours | YTD Nutrition Hours In-Kinded | Reclaim Nutrition Hours | YTD BF Hours In-Kinded | Reclaim BF Hours | YTD In-Kinded Hours | Total Hours Reclaimed | WIC Salary Reclaimed | YTD Benefits In-Kinded | Reclaim Benefits | YTD N.E. Benefits In-Kinded | Reclaim N.E. Benefits |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Flower | 40.00 | -40.00 | 40.00 | -40.00 | 40.00 | -40.00 | 40.00 | -40.00 | 160.00 | 160.00 | -$2,800.00 | $210.00 | -$210.00 | $0.00 | $0.00 |
| Mozart | 41.00 | -41.00 | 41.00 | -41.00 | 41.00 | -41.00 | 41.00 | -41.00 | 164.00 | 164.00 | -$2,952.00 | $236.16 | -$236.16 | $0.00 | $0.00 |
| Shakespeare | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Daisy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Carlos | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Whiskers | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Totals: | 81.00 | -81.00 | 81.00 | -81.00 | 81.00 | -81.00 | 81.00 | -81.00 | 324.00 | 324.00 | -$5,752.00 | $446.16 | -$446.16 | $0.00 | $0.00 |

a. **Personnel Table**
   i. The total YTD hours and benefits from previous month's Final invoices entered on the Invoice D will carry forward to the Invoice E for each employee. The hours and benefits from the Invoice D will appear on the Invoice E in a gray (closed) field. Next to each gray field is white (open) field for reclaiming In-Kind.
   ii. On the Invoice E enter the reclaimed Personnel Expense hours as underline negative amounts in the proper columns. Once saved on Invoice E, these negative amounts will automatically total. The negative salary and benefits will carry forward to the Invoice D, C and B. The reclaimed amount will reduce the balance on the Invoice D and on the In-Kind ACR.
   iii. The total reclaimed will also appear on the lower table of the Invoice B in the "Adjustment" row as a positive amount. The reclaimed amount is then added to the Totals on the Invoice B which increases the total personnel expenses billed.
   iv. The WIC Salary and WIC Benefits on the Invoice B carry forward to the Invoice A.

b. **Reclaim In-Kind Expense Table (non-Personnel)**
   The lower table of the Invoice E shows billable categories other than personnel. Enter the reclaimed expenses as negative amounts in the proper columns. The YTD In-Kinded Amount appears in the gray (closed) field and shows the maximum amount available to be reclaimed.
   i. Enter each amount in the Total Operations Cost or Nutrition Ed Portion column as a negative. Save
   ii. These negative amounts will automatically carry to the Invoice C to reduce the In-Kind total on the ACR. However, the amounts on Invoice C do not carry to the Invoice A for billing.
   iii. Then enter the same amount as a positive on the Invoice A in the corresponding categories.

| Invoice E - Reclaim In-Kind Expenses | | | | |
|---|---|---|---|---|
| Enter negative amounts. Enter the matching amount as positive on the Invoice A. | | | | |
| Financial Data | YTD In-Kinded Amount | Total Operational Costs | YTD N.E. In-Kinded Amount | Nutrition Education Portion |
| Personnel Compensation | $0.00 | $0.00 | $0.00 | $0.00 |
| Personnel Benefits | $0.00 | $0.00 | $0.00 | $0.00 |
| Contract Services | $30.00 | $-30.00 | $10.00 | $-10.00 |
| Conference / Training | $0.00 | | $0.00 | |
| Travel | $0.00 | | $0.00 | |
| Administrative Office | $0.00 | | $0.00 | |
| Medical Materials | $50.00 | $-50.00 | | |
| Facilities Costs | $0.00 | | | |
| Indirect Costs | $0.00 | | | |
| Equipment Purchases | $0.00 | | $0.00 | |
| Computer Hard / Software | $0.00 | | | |
| Nutrition Materials | $0.00 | | $0.00 | |
| Reclaimed Subtotal | $80.00 | $-80.00 | $10.00 | $-10.00 |
| Special Funding | | | | |
| Special Funding 3 | $0.00 | | $0.00 | |
| Special Funding 4 | $0.00 | | $0.00 | |
| Special Funding 5 | $0.00 | | $0.00 | |
| Reclaimed Special Funding Subtotal | $0.00 | $0.00 | $0.00 | $0.00 |
| Reclaimed In-Kind Grand Total | $80.00 | $-80.00 | $10.00 | $-10.00 |

## 7) Special Funding

To access Special Fundings open Invoice A. The second row of tabs shows the special fundings. Not all agencies participate in all the Special Funds that appear on the Invoice A. Upon opening a Special Funding you will notice that only line items with an white (open) data entry field have funds assigned to them. This means that the gray (closed) fields with no box around them have

no funds assigned to that field.  Contact the Administrative Office if you believe this is an error, or enter a budget adjustment to transfer funds to a closed category.

At the bottom of each Special Funding worksheet are helpful tables named "Remaining Budget". Click the "+" to open the Remaining Budget table to show the amounts remaining in each line item.  Click the "-" to close the Remaining Budget table.  Click Save before leaving this page. The Back button will return you to Invoice A.  Amounts entered on each SF will automatically total and appear on the Invoice A.

**i.  Special Fund 1**
To access the Breastfeeding Peer Counseling Special Funding 1, click on the Invoice A tab and from the lower row of tabs select the tab "Special Funding 1".

To enter personnel salaries type the employee's name, title, hourly rate and number of hours billed. Salary will be automatically calculated upon clicking the Save button.  Clicking the Save button will not only save the information, but update the totals and open a blank Personnel line item row.  To delete a Personnel line item, click the checkbox next to the employee name then click the "Delete Personnel" button.  Click OK when the pop-up box asks you to confirm.

All other non-salary expenditures should be entered in the next section titled Financial Data. Personnel Salary and Benefits totals carry down from the Personnel area and appear in gray (closed) fields in the Financial Data area.  Only salary and expenditures that are allowable for Breastfeeding Peer Counseling Special Funding 1 may be billed to this funding.  Feel free to contact the Administrative Office for approval before billing new purchases to Special Funding 1 or if you have questions as to the eligibility of a purchase.  Click the "Save" button to save the information and to update the totals.

The Remarks field is for entering clarification for a line item.  This information can be entered at any time and saved by clicking the Save button below the remarks box.  Any amount billed to the "Other Costs" category must be explained in the Remarks field.

Click the Back button to go back to the Invoice A.  Amounts entered in each Special Fund 1 category will now appear as a single total on the Invoice A.

**ii. Special Funding 2**
Personnel salaries are entered the same as in BFPC Special Funding 1.  Funds in Special Funding 2 should be expended before Special Funding 1.  Items given to the participant such as literature, breastpumps, and incentive items MAY NOT be billed to SF2.  Only salary and expenditures that are allowable for BFPC Special Funding 2 may be billed on this Special Funding.  Contact the Administrative Office for further explanation of the differences between SF1 and SF2.

As with Special Funding 1, any amounts billed to "Other Costs" category must be explained in the Remarks field.  Feel free to contact the Administrative Office with questions as to the eligibility of a purchase.

Click the Back button to return to the Invoice A.  Amounts entered in each SF2 category will now appear as a single total on the Invoice A.

iii. **Special Funding 3-7**
   To access the Special Funding 3-7, open the Invoice A worksheet. From the lower row of tabs
   select the tab for the Special Fund of your choice.  Make entries on this worksheet.  Consult the
   "Remaining Budget" and "Remaining N.E." boxes at the bottom by clicking the "+".  Save before
   leaving this page.  Click the Back button to return to the Invoice A.  Amounts entered in each SF
   category will now appear as a single total on the Invoice A.

iv. **Special Funding 8- 10**
   Special Funding 8 - 10 are reserved for future use.  They are unassigned at this time.

## B.  Submitting the Invoice

Once all entries have been made you are ready to submit the invoice.  On the Invoice A, the WIC
Subtotal is added to the Special Funding Subtotal to calculate the WIC Grand Total.  This is the
amount billed to WIC.

Report Certification is found at the very bottom of the Invoice A.  The Signature and Title fields
must be completed before the Invoice can be submitted.   Enter the submitter's name and title
here.  The Submit Date is auto-filled with today's date.  The Form Completed field must be set to
"Yes" then click Save Invoice button.  The application will then run calculations against the most
recent ACR to make sure enough money exists within your Agency's budget to satisfy your
Invoice.  An error message will appear in **RED** letters to the left of the field that is causing the error.
Consult the Remaining Budget fields "blue boxes" at the bottom of Invoice A to determine the
amount of the error.

To check for errors without submitting the Invoice, leave the Signature and Title fields at the
bottom blank and click Form Complete "Yes", then Save Invoice.  You will get at least two errors
for leaving those fields empty, while checking the other fields against your budget.

Any such errors must be corrected before the Invoice can be submitted.  This can be done one of
two ways:
• Reduce the billed amount.
• Complete a Budget Adjustment to re-allocate your budget.

Upon successful submission, the Invoice status will change from Draft to Pending.  When in
Pending status all fields will become gray (closed).  You will not be able to make any changes to a
Pending invoice but will still be able to view the Invoice.  If you need to make changes while in
Pending status, contact your Technical Assistant or Administrative Office and they will unlock the
Invoice for you.

When the Invoice has been accepted, the word Pending will be replaced by Final, and it can no
longer be unlocked by your TA.

# 3.  The Administrative Cost Report

The Administrative Cost Report (ACR) is the end product of the WIC Invoice.  The State Office will
approve the monthly invoice which causes the status to change from Pending to Final.  Amounts
on the Final invoice are placed on a newly created ACR.  The ACR shows the current budget,
monthly expenditure, and Year-to-Date expenditure for each Line Item and Special Funding.
These pages are informational and do not allow any data entry.

Click on either the View Admin. Cost Reports tab at the top of the screen or the View Admin. Cost Reports link underneath the Welcome message.  You will be brought to the ACR selection screen.  From this screen, you can view and print any ACR for your Agency.  If you have multiple Agencies, they will be listed in numerical order from lowest number to highest number.  The ACR's are displayed with the most recent ACR on top.  Months are numbered according to the federal fiscal year as follows:  01=October, 02=November, 03=December, etc.

To view the new ACR or In-Kind ACR, click the View button for Federal Fiscal Year and Month.  The Return button will take you back to the ACR selection page.

Logout

| Invoices | View Admin. Cost Reports | Budget Adjustments | Main Menu |

SEARCH [              ]     Display  [ 15 ▼ ]

| ACR | In-Kind ACR | Agency ID | Agency Name | Fiscal Year | Month |
|------|------|------|------|------|------|
| View | View | 30000 | Happy Health Department | 2011 | 03 |
| View | View | 30000 | Happy Health Department | 2011 | 02 |
| View | View | 30000 | Happy Health Department | 2011 | 01 |
| View | View | 30100 | Audrain City-County Health Unit | 2010 | 11 |

## A.  ACR Headings

Once the ACR is viewed or opened, the following basic identifying information appears on the ACR document.
- Agency ID and Agency Name.
- FFY is the Federal Fiscal Year which begins October 1 and ends September 30.
- Report Month lists the month's number and name.  October = 01; November = 02; December =03; etc.
- Current Month's Invoice field shows which Invoices are being paid with this ACR.  Only the State office can create ACR's.
- Year-to-Date (YTD) Invoices lists all the Invoices that have been paid during this Federal Fiscal Year.

When the cursor hovers over a column name, a question mark appears.  Click on the question mark and a help screen with a brief explanation of the column appears.  Click Close to exit.

| Invoices | View Admin. Cost Reports | Budget Adjustments | Main Menu |
|---|---|---|---|

**Administrative Cost Report**

Agency ID: 30000
Agency Name: Happy Health Department
FFY: 2011
Report Month: 03-December

Current Month's Invoices: 03-December
YTD Invoices: 01-October, 02-November, 03-December

| Category Name | Current $'s Allocation | Nutrition Portion | Total Monthly Costs | Monthly Nutri. Costs | YTD Total Costs | YTD Available Balance | YTD % Used | YTD Nutri. Cost | YTD Available Nutri. Balance | YTD Nutri. ED % Used |
|---|---|---|---|---|---|---|---|---|---|---|
| Personnel Compensation | $128,255.60 | $27,162.00 | **$21,125.00** | $8,560.00 | $58,109.00 | $70,146.60 | 45.31% | $27,162.00 | $0.00 | 100.00% |

## B. Line Items

*Category Name* column lists all the billable Line Items on the Invoice.

*Current $'s Allocation*
The amount currently budgeted for each Line Item. This information is pulled from the WIC LAP, but can be modified by completing a Budget Adjustment to reallocate funds from one line item to another. After a Budget Adjustment is Final, the *Current $'s Allocation* changes to reflect the adjustment. The new budget carries forward to subsequent months.

*Nutrition Portion*
The amount currently budgeted for each Line Item that is allowable as Nutrition Education. This information is also pulled from the WIC LAP, but can be modified by completing a Budget Adjustment to reallocate funds from one line item to another.

*Total Monthly Costs*
This column on the ACR appears in bold because this is the most important column on the ACR. These are the amounts the agency will be paid this month. These amounts pull directly from Invoice A. Occasionally an LWP will submit more than one month's invoices for payment. In that case the ACR will total the months together and the sum will appear in this column. The *Current Month's Invoices* header will list the names of the months being paid on this ACR.

*Monthly Nutrition Costs*
This is the nutrition education portion for the current month's invoice that is allowable as Nutrition Education. These amounts pull directly from the Invoice A. Nutrition Education needs to be at least 1/6 of the yearly total of expenditures.

*YTD Total Costs*

The amount billed WIC to-date in this Federal Fiscal Year.  The Invoices counted in this ACR for this column are listed in the YTD Invoices field above.  The number in this column is the sum total of all Invoices that have been paid as of the Date of this ACR.

*YTD Available Balance*
This column shows the funds remaining for the Fiscal Year per Line Item.  This column is calculated by taking the *Current $'s Allocation* column and subtracting the *YTD Total Costs* column.

*YTD % Used*
A percentage representation of funds spent Year-to-Date.  This column is calculated by dividing the *YTD Total Costs* column by the *Current $'s Allocation* column and then multiplying by 100.

*YTD Nutrition Cost*
The amount billed to WIC over the entire current Federal Fiscal Year that is allowable as Nutrition Education.  The number in this column is the sum total of all Invoices that have been paid to-date.  Nutrition Education needs to be at least 1/6 of the yearly total of expenditures.

*YTD Available Nutrition Balance*
This column shows the funds remaining for the Fiscal Year per Line Item.  This column is calculated by taking the *Nutrition Portion* column and subtracting the *YTD Nutrition Costs* column.

*YTD Nutrition Education % Used*
This is a percentage representation of funds that are allowable as Nutrition Education spent Year-to-Date.  This column is calculated by dividing the *YTD Nutrition Cost* column by the *Nutrition Portion* column and then multiplying by 100.

## C.  Caseload
The following caseload information appears below the Sub Totals on the ACR.

| | | |
|---|---|---|
| Contracted Annual Caseload: 11,520 | Caseload Served YTD: 3,000 | YTD % Contract Served: 26% |
| Contracted Avg. Mo. Caseload: 960 | Avg. Mo. Caseload Served: 1,000 | YTD % Targeted: 25% |
| | Mo. Caseload Needed to Meet Contract: 947 | YTD % Nutri./Admin.: 45.97% |

*Contracted Annual Caseload*
Displays the estimated number of WIC participants expected to be served under the current contract for the year.  Caseload is multiplied by the current dollar rate per participant to determine the agency's budget.

*Contracted Average Monthly Caseload*
This is 1/12 the number of participants served in order to satisfy the Agency's *Contracted Annual Caseload*.

*Caseload Served YTD*
This is the actual Year-to-Date number of participants served so far this year.

*Average Monthly Caseload Served*
This is the average caseload that the Agency has served Year-to-Date.  This is calculated by taking the *Caseload Served YTD* divided by the number of the current month of the Federal Fiscal Year.

*Monthly Caseload Needed to Meet Contract*
This is the Average Monthly Caseload needed in the remaining months of the contract year in order to achieve the Contracted Annual Caseload by the end of the Federal Fiscal Year.  This is *Contracted Annual Caseload* minus the *Caseload Served YTD*, and then divided by the number of months remaining in the Federal Fiscal Year.

*YTD % Contract Served*
This is a percentage representation of how much of this Agency's caseload has been served so far this year versus the Contracted Caseload.  This percent is calculated by dividing *Caseload Served YTD* by *Contracted Annual Caseload* and then multiplying by 100.

*YTD % Targeted*
This is a calculation of 100 divided by 12 months, then multiplied by the number of the current month of the Federal Fiscal Year, each Agency's actual Contract Served will vary.

*YTD % Nutri/Admin*
This represents the percentage of the Agency's budget that has been spent on Nutrition Education versus that which was spent on other costs Year-to-Date.  This category is calculated by dividing the *YTD Nutrition Cost* column by the *YTD Total Costs* column and then multiplying by 100.

## D.  In-Kind ACR

To access the In-Kind ACR click the view button under In-Kind ACR.  In-Kind expenses are WIC eligible and approvable expenditures paid by the LWP but not billed to the WIC program.  In-Kind is used for a variety of reasons, one of which is that the program has already spent their WIC allotment.  Also, accounting for these funds on the In-Kind worksheet shows an audit trail for later reclamation.  Should the WIC budget be increased, the WIC eligible and approvable In-Kind expenses may be re-claimed using Invoice E.  The In-Kind ACR line item budget is displayed in the same format as the regular ACR showing the same categories.  Click the Return button to exit the ACR.

Logout

| Invoices | View Admin. Cost Reports | Budget Adjustments | Main Menu |

SEARCH [                    ]          Display  [ 15        ▼ ]

| ACR | In-Kind ACR | Agency ID | Agency Name | Fiscal Year | Month |
|------|------|------|------|------|------|
| View | View | 30000 | Happy Health Department | 2011 | 03 |
| View | View | 30000 | Happy Health Department | 2011 | 02 |
| View | View | 30000 | Happy Health Department | 2011 | 01 |

## E.  Graphs

At the very bottom of the page on both the regular ACR and In-Kind ACR you will see two bars with the headings *Overall Spending/Budget Comparison Graph* and *Overall Nutrition Ed. Spending/Budget Comparison Graph*.  Click the plus sign (+) next to the heading to open a graph.

These graphs display the LWP's budget progress throughout the year.  The graphs show how much money has been budgeted via the top bar, how much should have been

spent by the current month of the Federal Fiscal Year via the middle bar, and how much was actually spent in the current month of the Federal Fiscal Year via the bottom bar.

### F.  Printing the ACR

Different Internet browsers will print the ACR in various formats.  The most printer-friendly version of the ACR is accessed by clicking the printer icon on the top right side of the screen. Other browsers will cut off the right side of the screen when printing.  For those browsers, it is recommended that you print in Landscape instead of Portrait by going to the File menu, selecting Page Setup, and click Landscape.  Use Print Preview under the File menu to view before printing.  Also note that you can print the graphs at the bottom of the page, but will need to open them before printing.
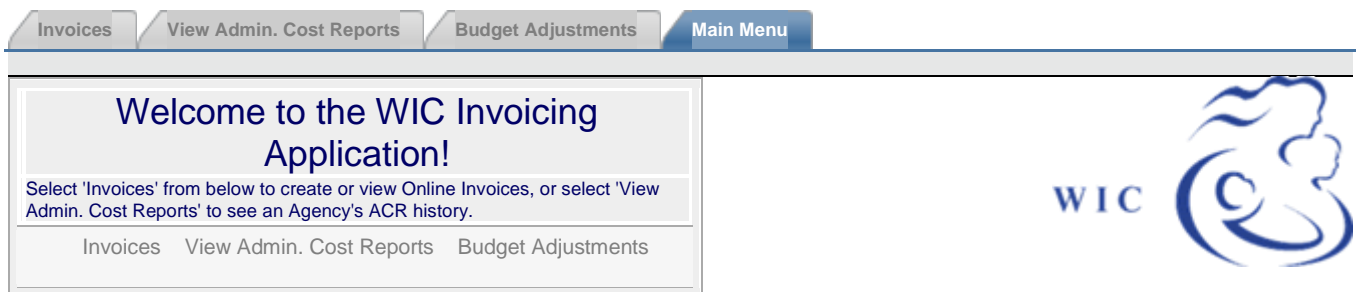
## 4. The Budget Adjustment Form

The Budget Adjustment form will allow you to re-allocate funds per line item categories.  Complete this form in order to correct any error messages on your Invoice regarding insufficient funds.

An Agency may reduce one line item in order to increase another line item.  To reduce a Line Item, enter the amount as a negative number.  To increase a Line Item, enter the amount as a positive number but it not necessary to use a plus sign.  All negative and positive entries must total zero on the WIC Subtotal line.

Only line items within the financial data section (top portion) may be re-distributed within the financial data section, that is, you may not move funds from the financial data section to a Special Funding section.  Also you may not move funds from Special Fundings up to the financial data section.  For In-Kind Budget Adjustments, enter the amounts to be increased or decreased.  It is not necessary that the In-Kind Budget Adjustment total zero.  Save this page and return to the main Budget Adjustment page by clicking the Adjustment tab.

Logout

| Invoices | View Admin. Cost Reports | Budget Adjustments | **Main Menu** |

### Welcome to the WIC Invoicing Application!

Select 'Invoices' from below to create or view Online Invoices, or select 'View Admin. Cost Reports' to see an Agency's ACR history.

Invoices    View Admin. Cost Reports    Budget Adjustments

WIC

### A.  Creating  a New Budget Adjustment

Click on the Budget Adjustments tab at the top of the screen or the Budget Adjustments link on the Main Menu under the Welcome message.

Select your Agency ID and fiscal year from the drop-down boxes.  A list of all of your Agency's existing Budget Adjustments will appear.  Click the Create New Budget Adjustment button. NOTE: you can only have a single active Budget Adjustment in Draft or Pending status at any given time.  This means that the Create New Budget Adjustment button will only be available if

you have no Budget Adjustment's in either Draft or Pending.   These must first be approved before creating a new Budget Adjustment.  Click the View button to go to the actual Budget Adjustment.

**B.  How to Fill Out a Budget Adjustment**
Upon opening the Budget Adjustment form, the Adjustment and In-Kind Adjustment tabs appear at the top of the form.  The program defaults to the Adjustment page upon opening. The second row of tabs lists the available Special Fundings.  Most changes are made using the default Adjustment form.  To move to either the In-Kind or one of the Special Funding, click the appropriate tab to make the desired changes.  Enter negative amounts to decrease the amount in a particular category and enter positive amounts to increase a particular category.   The total must equal zero.  Only one Special Funding Budget Adjustment may be submitted at a time.  If you wish to reallocate funds in more than one Special Funding you will have to wait until the first Budget Adjustment is approved into Final status then create a new Budget Adjustment.

1.  Caseload Data
Below the Save Budget Adjustment button is the Contracted Caseload and Total WIC Budget section.  This section is for informational purposes only.  Contracted Caseload is the expected number of participants that your Agency has agreed to serve according to contract.  This is multiplied by the rate per participant which is currently $13.00.  The caseload X $13.00 = the Total WIC Budget available per contract.

2.  Financial Data
Enter directly in the category either total operational cost column or nutrition education portion column you wish to re-allocate.  This form will move money around between line items, but you cannot increase or decrease the budget.  To reduce a line item, enter the amount as a negative number.  To increase a line item, enter the amount as a positive number though it is not necessary to use a plus sign.  Do so for both the Total Operational Cost and Nutrition Education Portion columns.  The Total Operational Cost column at the WIC Subtotal line must add up to a zero balance.  If the total does not balance to zero you will receive an error message.

The Nutrition Education Portion column does not need to total zero.  Nor should you enter a negative amount in the Nutrition Ed column.

Open the blue boxes at the bottom "Budget Before Changes" and "Budget After Changes" by clicking the "+" next to each box.  The amount remaining in each category before and after the budget adjustment is displayed.  Click the "-" to close the blue boxes.

Printer
FriendlyLogout

| Invoices | View Admin. Cost Reports | **Budget Adjustments** | Main Menu |

Agency: 30000  FFY: 2012

| **Adjustment** | **In-Kind** Adjustment |

**Special Funding Adjustment Pages**

| BFPC SF-1 | BFPC SF-2 | BF Friendly incentive SF-3 | Dietetic Intern SF-4 | Service SF-6 | BF Project SF-7 |

**Budget Adjustment Request**

**Caseload Data**

| | |
|---|---|
| Contracted Caseload: | 4,572 |
| Total WIC Budget: | **$59,436** |

| | Total Operational Cost | Nutrition Education Portion | |
|---|---|---|---|
| **Financial Data** | | | Draft |

3. Report Certification
   The Signature and Title must be completed before submitting the Budget Adjustment.
   There is also a text box labeled Justification that must be completed by detailing the reasons
   for the adjustment.  The submit date will automatically show today's date.

**Report Certification**

| | | |
|---|---|---|
| ✳ Signature | | |
| ✳ Title | | |
| ✳ Submit Date | 03/26/2012 | Draft |
| ✳ Form Completed | ◯ Yes  ◉ No | |
| ✳ Justification | | |

| Budget <u>Before</u> Changes⊞ | | Budget <u>After</u> Changes⊞ | |
|---|---|---|---|
| Compensation | **$28,265.00** | Compensation | **$28,265.00** |
| Benefits | **$12,273.00** | Benefits | **$12,273.00** |
| Contract Svcs. | **$12,000.00** | Contract Svcs. | **$12,000.00** |
| Conf./Training | **$783.00** | Conf./Training | **$783.00** |
| Travel | **$1,508.00** | Travel | **$1,508.00** |
| Admin. Costs | **$2,229.00** | Admin. Costs | **$2,229.00** |
| Med. Mtrls. | **$300.00** | Med. Mtrls. | **$300.00** |
| Facility Costs | **$2.078.00** | Facility Costs | **$2.078.00** |

| Indirect Costs | $0.00 |
|---|---|
| Equip. Purch. | $0.00 |
| Comp. Hdwr./Software | $0.00 |
| Nutr. Mtrls. | $0.00 |
| | 1 - 1 |

| Indirect Costs | $0.00 |
|---|---|
| Equip. Purch. | $0.00 |
| Comp. Hdwr./Software | $0.00 |
| Nutr. Mtrls. | $0.00 |
| | 1 - 1 |

**N.E. Budget Before Changes⊞**

| Compensation | $2,277.00 |
|---|---|
| Benefits | $531.00 |
| Contract Svcs. | $11,000.00 |
| Conf./Training | $330.00 |
| Travel | $0.00 |
| Admin. Costs | $0.00 |
| Equip. Purch. | $0.00 |
| Nutr. Mtrls. | $0.00 |
| | 1 - 1 |

**N.E. Budget After Changes⊞**

| Compensation | $2,277.00 |
|---|---|
| Benefits | $531.00 |
| Contract Svcs. | $11,000.00 |
| Conf./Training | $330.00 |
| Travel | $0.00 |
| Admin. Costs | $0.00 |
| Equip. Purch. | $0.00 |
| Nutr. Mtrls. | $0.00 |
| | 1 - 1 |

**C. Submitting the Budget Adjustment**

Upon filling out the Signature, Title and writing a brief Justification, click Yes - Form Completed, and press the Save Budget Adjustment button. It will change from Draft to Pending status.

NOTE: The application will verify the maximum amount each line item can be reduced. The application also checks against any outstanding Invoices that haven't yet had an ACR created for them. Make sure the WIC Subtotal equals $0.00.

Once your Budget Adjustment is saved with no errors, it changes from Draft to Pending status. Once in Pending status modifications can no longer be made. If you decide you need to make changes after it goes to Pending, contact your TA or the Administrative Office to return your Budget Adjustment to Draft. Your Technical Assistant will receive an automated email once the Budget Adjustment goes to Pending status.

Once approved by the TA, the Budget Adjustment changes from Pending to Final. You can view the Budget Adjustment in either Pending or Final status, but cannot modify it. Immediately upon approval, the program will adjust the Agency's budget. These changes will appear on the most recent ACR.

# 5. Glossary

<u>In-Kind</u>:  In-Kind expenses are WIC eligible and approvable expenditures made by the LWP but not billed to the WIC program.  These expenses are reported on the Invoice C and Invoice D.

<u>LAP</u>:  The Local Area Plan (LAP) is similar to a grant application.  Once it is approved, separate written or verbal approval for activities or purchases in the plan will not be needed, unless the plan is modified.  The LAP includes the approved annual caseload for the fiscal year, program goals that meet the needs of the service area population and federal and state requirements, and the operations and nutrition budget for the local agency as funding needed to provide the planned services.

<u>WIC</u>:  Special Supplemental Nutrition Program for Women, Infants and Children authorized by section 17 of the Child Nutrition Act of 1966, 42 U.S.C. 1786.

<u>WIC INVOICE</u>:  The monthly invoice completed by Local WIC Provider Agencies and submitted to the Dept. of Health and Senior Services for reimbursement of WIC services provided.

<u>LWP</u>:  Local WIC Providers (LWP) are agencies with fully executed contracts with Dept. of Health and Senior Services, WIC and Nutrition Services program to provide nutrition education, nutritious supplemental foods, and referrals to other health and social programs to eligible participants at no cost.

# 6. Frequently Asked Questions

Q.  **I can't find the invoice I already created.**
A.  Perhaps it was created with a different year.  Search in other years.

Q.  **Personnel names didn't come up automatically when I created an invoice.**
A.  Personnel names are pulled from the previous month's invoice.  If a month was skipped or if the invoice was created using an incorrect year or month then the application would not be looking in the previous month's invoice and therefore could not find personnel names.  If the month and year are correct, delete the invoice and logout out of the Invoice website then try again.  Sometimes this does the trick.

Q.  **How do I know the amount budgeted per line item?**
A.  The most current information is displayed on your most recent Administrative Cost Report (ACR).  The original contract amount is found on your LAP.  Or to access this information from the invoice, go to the bottom of the Invoice A page or the Budget Adjustment sheet, open the two blue boxes:  "Remaining Budget" and "Remaining N.E. Budget" box by clicking on the + key.  The amounts remaining in each line item are displayed.

Q**.  I saved the Invoice now it is in PENDING and it won't let me make any changes.**
A.  Changes can only be made while the invoice is in DRAFT status.  Call your TA or the Administrative Office in Jefferson City.  They are authorized to reject the invoice back to DRAFT status to allow changes to be made.

Q.  **What is In-Kind?**
A.  Basically In-Kind is an expense that is incurred by WIC but paid from non-WIC sources.

Q.  **Do I have to report In-Kind?  Why?**
A.  Yes.

Because:  1)  LWPs are required to report In-Kind expenses per contract agreement; 2)  In-Kind provides documentation when later trying to reclaim unpaid expenses; and 3) Provides a record of WIC expenses not reimbursed by WIC for reporting purposes to USDA, State Legislature, LWP agencies, etc.

Q. **Where do I enter the Special Funding?**
A. The Invoice A page has tabs across the top for each special funding.  Click the desired Special Funding tab to take you to the entry page.

Q. **I am getting an error that I have overbilled for Nutrition Education.  How do I know how much is left to spend?**
A. At the bottom of the Invoice A page, open the blue box "Remaining N.E. Budget" box by clicking on the + key.  This shows the nutrition education budget available to spend.  A negative amount shows that you have overbilled.  Or another method is to open your most recent ACR.  The column YTD Available Nutri. Balance shows how much is left to spend.  You can increase your allocation by entering a Budget Adjustment.

Q. **I need to reallocate funds in SF1 and SF3 but the tabs for all the other SF's disappeared after I saved SF1.**
A. Only one Special Funding budget adjustment may be submitted at a time.  If you wish reallocate funds in more than one Special Funding, you will have to wait until the first budget adjustment is approved into Final status then create a new budget adjustment.

# 7.  APPENDIX A

The breakdown of hours in each classification is reported to USDA, so it is important that you understand how these hours are classified.  Use the following list as a guideline for the types of tasks or functions related to each classification.

A.  **WIC Program Management Hours - Time in this category is time spent:**
1) Setting up appointment slots in the appointment scheduling system;
2) Managing clinics, caseload and finances;
3) Completing the administrative cost report (online invoice);
4) Decisions regarding retaining or destruction of records;
5) Preparing and evaluating the Local Agency Plan (LAP);
6) Conducting outreach activities (NOT related to Breastfeeding Promotion and Support);
7) Participating in continuing education activities;
8) Reviewing and using reports;
9) Performing supervisory duties;
10) Conducting studies and surveys of the relationship of dietary factors to health and disease, including compilation of data and interpretation of results;
11) Documenting WIC services provided to WIC participants for reports.
12) Reading WIC Updates and emails/guidance from the state WIC office
13) Recording WIC hours worked on employee's timesheet
14) Attending general WIC or MOWINS training that is not specific to nutrition education or breastfeeding promotion and support

**B.  WIC Client Service Hours – Time in this category is time spent:**
1) Keying certification and nutrition education data;
2) Issuing and printing food instruments;
3) Preparing information for transfer requests and entry of transfer data;
4) Filing or pulling files for the WIC clinic;
5) Referring the applicant/participant to social and/or community service programs;
6) Interviewing participants regarding possible fraud or violations;
7) Explaining program eligibility requirements and participant rights and responsibilities;
8) Assessing income;
9) Completing participant common data information on certifications;
10) Explaining to participants/proxies how to use food instruments;
11) Scheduling appointments;
12) Following up on no show applicants/participants and rescheduling or mailing missed appointment cards;
13) Assisting in obtaining or obtaining height/length and weight measurements, hemoglobin/hematocrit values, oral inspections, dietary intakes and other necessary medical and/or nutritional information or referral services for specific applicants/participants;
14) Informing applicants/participants about the benefits and services of the WIC Program;
15) Inquiring into participant desires for formula/food package changes including past food instrument redemption and food package tailoring;
16) Intake interviews for eligibility and certification information;
17) Verbal assessments of the need for blood lead testing and the referral to accomplish;
18) Provision of information on the recommended immunization schedule appropriate to the current age of an infant/child and referral information for immunization services;
19) Explaining the foods found on the food instrument, the importance of picking up food instruments following scheduled appointments and the importance that the foods being issued are to be consumed by the participant rather than the entire family and not to give, sell, or trade food items redeemed;
20) Explaining the use and importance of the participant identification folder;
21) Explaining local rules and regulations, especially those related to appointments and rescheduling process and procedures;
22) Explaining the illegality of dual participation;
23) Inquiries to the participant regarding problems in redeeming food instruments;
24) Recording the determination of medical/nutritional eligibility and assigned risk factors;
25) Recording the appropriate supplemental food package;
26) Recording the approval of special formulas according to state WIC program policies and procedures.

**C.  WIC Nutrition Education Hours - Time in this category is time spent in:**
1) Nutrition Education planning and lesson development;
2) Nutrition Education delivery (individual or group);
3) Nutrition Education evaluation;
4) Delivery of or attending Nutrition Education training (that is NOT Breastfeeding Promotion and Support);Consultation with State Nutritionist relating to Nutrition Education;
5) Development and evaluation of the nutrition portion of the Local Agency Plan (LAP);

6) Develop/procurement/review of educational materials, or instructional curricula related to Nutrition Education that is NOT related to Breastfeeding Promotion and Support;
7) Tailoring of individual participant's food package.
8) Making comparisons of laboratory test results, anthropometric measures and or dietary intakes to establish a standard to determine basic nutrition counseling needed for specific participants;

**D. WIC Breastfeeding Support & Promotion Hours - Time in this category is time spent:**
1) Delivering or attending training on Breastfeeding Promotion and Support that will directly benefit WIC participants;
2) Direct participant services relating to breastfeeding;
3) Participation in state and/or local planning committees dedicated to Breastfeeding Promotion and Support;
4) Organizing volunteers and/or community groups to support Breastfeeding WIC participants;
5) Breastfeeding Peer Counselors or other individuals hired to undertake home visits or other actions intended to assist women to continue with an initial decision to breastfeed (that is not being entered on a Breastfeeding Peer Counseling special funding screen of the online invoicing system);
6) Evaluating breastfeeding initiatives;
7) Developing or procurement of educational materials (including the preparation of food demonstrations) or instructional curricula related to Breastfeeding Promotion and Support;
8) Travel time related to any of the above activities incurred by WIC;
9) Direct delivery of breastfeeding counseling (individually or in groups);
10) Performing Breastfeeding Coordinator functions.
11) All WIC staff may code time to Breastfeeding Promotion and Support (both on the LAP and the monthly invoice).
12) Clerical staff, HPAs, and WIC Certifiers should have only a minimal amount of time budgeted and coded to Breastfeeding Promotion and Support – no more than 3% on a regular basis, excluding training events. Appropriate activities for non-professional staff include procuring and producing
13) Breastfeeding promotion and support materials (ordering or copying handouts, preparing bulletin boards, preparing mailings, etc.).
14) All staff attending breastfeeding training or helping prepare for the training may code this time as breastfeeding promotion and support.
15) Time coded to breastfeeding promotion and support counts toward the required 17% nutrition education, therefore it is important that the TA nutritionist monitor for appropriate use of this time coding.